

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

March 1, 2007

A meeting of the Idaho Emergency Communications Commission (ECC) was held on this date in the West Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:09 p.m.

Members Present:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Teresa Baker, Ada County Prosecutor's Office
Clint Berry, Qwest, Boise
Bill Bishop, Director, Bureau of Homeland Security
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Kevin Quick, Chief, Pocatello Fire Department

Members Absent:

Matt Beebe, Commissioner, Canyon County Commission
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
Troy Hagen, Director, Ada County Paramedics
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene
Rich Wills, State Representative, Commission Vice-Chairman

Others Present:

Joe Roche, Department of Administration (ADM)
Lex Rutter, Department of Administration
Rebecca Fry, Department of Administration
Robin Finch, Department of Administration
Dodie Collier, Statewide Interoperability Executive Council (SIEC)
Dan Ralls, Verizon Business Account Manager
Diane Carlson, Verizon Business Service Manager

Eddie Goldsmith, Statewide E911 Project Manager
Scot Maring, Department of Administration

Approval of Minutes

MOTION: Commissioner Cronin moved and Commissioner Bishop seconded that the Commission approve the minutes of the February 8, 2007 Idaho Emergency Communications Commission meeting as written. The motion passed.

Financial Reports

Commissioner Moore, Treasurer, presented the financial report which shows that the Commission has spent \$43,984 and has collected \$67,289 so far in Fiscal Year 2007 (FY07), and has a current balance of \$197,868.

MOTION: Commissioner Baker moved and Commissioner Quick seconded that the financial report be accepted. The motion passed.

Commissioner Moore proposed an amended budget for FY07 adding \$5,000 for the Public Safety Answering Point (PSAP) Committee travel and \$5,000 for the PSAP Committee lodging and per diem. If approved, the total ECC allocated budget would be \$124,275.

Discussion followed that Mr. Goldsmith, Statewide E911 Project Manager, was forming two committees. The PSAP Standards Committee, made up of PSAP managers and dispatchers, would focus on establishing standards for the PSAPs. The PSAP Strategic Planning Committee, made up of PSAP owners, would create an E911 strategic plan for Idaho.

MOTION: Commissioner Berry moved and Commissioner Cronin seconded that the amended budget be approved as the ECC budget. The motion passed. A copy of the amended budget is attached.

E911 Project Manager Report

Mr. Goldsmith, Statewide E911 Project Manager, reported the following:

- In the past three weeks he provided technical advice to Mountain Home regarding its request for proposal (RFP) for an enhanced phone system. He reaffirmed that he is not a part of decision-making and is only providing information. Mountain Home is planning on moving into its new PSAP in April, but he feels the move may not occur until fall and recommended the staff not relocate until the new equipment is set up, tested, and fully ready.
- He will attend a project manager meeting on March 13 and meet with Lex Rutter, Department of Administration's (ADM) Public Safety Communication Manager; Dodie Collier, Statewide Interoperability Executive Council (SIEC) Project Manager; and

representatives from the Bureau of Homeland Security. The purpose is to coordinate activities.

- He will meet with Boise County Sheriffs Office staff on March 14 to provide assistance with their 911 system.
- He will be in northern Idaho during the week of April 2-6. He will meet with interested parties in Grangeville on April 2 to discuss their fiber optic project, attend the 911 training and ECC meeting on April 5, and participate in a Geographic Information System (GIS) Conference roundtable discussion at Tamarack on April 6.
- The inaugural meeting of the PSAP Standards Committee will be on May 10.

A request was made that Mr. Goldsmith email the draft strategic plan to Scot Maring, ADM's staff support to the ECC, for distribution to the Commission members and that Mr. Goldsmith provide an agenda of his activities for the week of April 2 in case any members wish to attend. A further request was made that Mr. Goldsmith provide a written report on his activities at each ECC meeting and that a calendar be added to the ECC website reflecting monthly activities.

“Next Steps” Subcommittee Report

The topic for discussion this month from the revised list of action items was “systems.” Mr. Goldsmith's input was that the E911 Project Manager's involvement in PSAP system implementation and the ECC's role in regulating and consolidating PSAP systems are both only as a resource for advice and information.

He also recommended the issue of whether the ECC should develop minimum system standards for PSAPs be dropped from the list since the PSAP Standards Committee will be developing the system standards. The procedure will be that the PSAP Standard Committee will create the recommended standards, they will be forwarded to the PSAP owners for buy-in, and then forwarded to the ECC for adoption. Upon discussion, it was decided that this item should remain on the list, but that it should be rephrased as “See that minimum standards are developed for PSAPs and then monitored.”

Legislative Subcommittee Report

Commissioner Baker reported that House Bill 123 made it out of the House State Affairs Committee on March 21 with a “do pass” recommendation and passed the House with a vote of 68-0-2. It will next go before the Senate State Affairs Committee and Commissioner Baker will let the Commission know when it is scheduled. House Bill 123 is intended to provide for a fee and imposition of a fee for Voice over Internet Protocol (VoIP) communication.

Report to the Legislature

Chairman Nancolas reported that he presented the annual report to the Legislature on February 16. The report was made to both the House and Senate State Affairs Committees. During the presentation, he emphasized the hiring of Mr. Goldsmith and the accomplishments he has

achieved already. Chairman Nancolas further stated that the report was well received and that the members of both committees were amazed at how varied the PSAPs are in the status of E911.

New Business

Mr. Maring presented travel details for the meeting scheduled for April 5 in Grangeville, ID. The meeting will be held in a conference room at the Super 8 Motel, 801 West South 1st Street, Grangeville.

MOTION: Commissioner Baker moved and Commissioner Moore seconded that the May meeting be held May 10 in Boise. The motion passed.

MOTION: Commissioner Bishop moved and Commissioner Berry seconded that the June meeting be held June 7. The motion passed.

Open Comment Period

There were no comments made.

Adjournment

MOTION: It was moved by Commissioner Berry and seconded by Commissioner Baker to adjourn the March 1, 2007 Idaho Emergency Communications Commission meeting at 1:57 p.m. The motion passed.

Mayor Garret Nancolas, Chairman
Idaho Emergency Communications Commission

Scot R. Maring, Administrative Assistant
Department of Administration

E911 EMERGENCY COMMUNICATION COMMITTEE
FY 2007 BUDGET WORKSHEET
Amended

DESCRIPTION	FY 2007 Proposed Budget	ACTUAL Thru
COMMISSION AND MEETING EXPENSES		
Meeting Expenses	2,000	
In-State Travel	6,500	
	8,500	
ADMINISTRATIVE EXPENSES		
E911 Project Manager Salary	78,100	
Office Space Rental	3,000	
Administrative Support	10,000	
Office Supplies	250	
Telephone	1,200	
Printing and Binding	500	
Photocopying	200	
Postage	500	
Administrative Rules	2,000	
IN-STATE TRAVEL		
Fuel	2,000	
Vehicle maintenance	500	
Lodging and per diem	4,000	
IN-STATE TRAVEL PSAP COMMITTEE		
Travel	5,000	
Lodging and per diem	5,000	
OUT OF STATE TRAVEL		
APCO and NENA Conferences	3,325	
Professional Membership fees	200	
	115,775	0
TOTAL ALLOCATED BUDGET	124,275	0

